



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT  
#16-11**

**Child Custody Recommending Counselor – Part Time  
(Up to 8 hours per week for Merced and Los Banos)  
Open Recruitment**

<b>Filing Deadline:</b>	<b>October 4, 2016 4:30 p.m. Actual Receipt</b>	<b>Hourly Pay Rate:</b>	<b>\$57.30 per hour</b>
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**DEFINITION:**

Under general supervision, mediates disputes involving custody and visitation issues as adjunct to judicial action; prepares a variety of court reports and recommendations; performs related duties.

**EMPLOYMENT AT-WILL:**

The Child Custody Recommending Counselor (P/T) classification is established as an “at-will” position and, as such, the incumbent serves at the direction of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Child Custody Recommending Counselor (P/T) at any time, with or without advance notice or cause.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.**

1. Mediate disputes concerning parenting arrangements in cases involving divorce, separation, paternity, guardianships and temporary restraining orders
2. Interview and make recommendations for pre-age marriages
3. Interview, investigate, and make recommendations in Custody Evaluations, Guardianships and Step-Parent Adoptions
4. Maintain records and statistical information regarding services provided as directed
5. Provide information and resources regarding divorce related matters to the public, attorneys, and agencies who seek assistance or counsel
6. Conduct education classes for the public dealing with the issues of divorce, separation, child custody, visitation and child development as directed
7. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities, as needed
8. Maintain current knowledge in relevant subject matter, including relevant clinical and mediation literature

9. Perform related duties as assigned

**Supervisory Duties: NONE**

**MINIMUM QUALIFICATIONS**

**Necessary Employment Standards**

Knowledge of:

- California Court System
- Statutes and procedures used in family law court, juvenile court and probate court
- Mediation and negotiation theories and techniques
- Individual and family counseling techniques
- Public and private community resources and referral agencies
- Psychology, child development, and family systems
- Written and oral communication standards, including correct usage of grammar, spelling and punctuation
- Basic database systems desired

Skill/Ability to:

- Understand, interpret and apply the states, court rules and case laws affecting the operation of family court services
- Evaluate and make recommendations concerning the effectiveness of counseling technique and procedures
- Establish rapport with individuals, couples, and families in working towards amicable solutions to custody and visitation
- Establish rapport and work cooperatively with judiciary, various county, community and other agencies or organizations providing counseling and related services
- Analyze problems and situations, and arrive at logical solutions
- Effectively communicate verbally and in written form
- Supervise, evaluate, discipline, and train staff
- Keyboard 30 words per minute
- Operate a personal computer and related software
- Produce typical reports using computer database
- Prioritize work and workload within department to meet deadlines
- Possession of, or ability to obtain, an appropriate, valid California driver's license

**EDUCATION AND EXPERIENCE REQUIRED**

**Education:**

- Graduation from an accredited college or university with a Master's Degree in social work, psychology, marriage, family and child counseling or related behavioral science

**Experience:**

- (2) Two years of experience in family and divorce counseling or psychotherapy

**License, Certification and/or Special Requirements:**

- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

**Desirable License or Certificate:**

- Possession of a valid Licensed Clinical Social Worker or Marriage, Family and Child Counselor license as issued by the State of California.

## **ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **Physical Ability:**

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### **APPLICATION AND SELECTION PROCESS**

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St., Room 20  
Merced, CA 95340  
(209) 725-4103

Or visit our website at [www.mercedcourt.org](http://www.mercedcourt.org)

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

**Posted 09/20/2016**



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**GENERAL INFORMATION**

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

**The above information is a general summary of this position. This information is not legally binding, nor does it serve as a contract.**